

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant II			
3. Division Family Services		12. Proposed Class Title			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Permanency		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
7. (circle appropriate time) Full time x Perm. x Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8 AM To: 5 PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Stacy Tidwell	PSE I	
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Stacy Tidwell	PSE I	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The Independent Living Program manager will make assignments verbally and in writing. Chafee Federal guidance, state law and policy guides the program.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position provides support to the Independent Living program manager and field staff (DCF and Providers) to help build capacity and strengthen the program for youth aging out of foster care. Transition planning and Supports is critical to helping youth successfully transition from foster care to self-sufficiency.
50%	E	<p><u>Program Planning</u></p> <ul style="list-style-type: none"> • Assist with short and long range program planning to achieve goals and objectives of the Independent Living program. • Assist with the development of policies and procedures consistent with state and federal program guidance. • Assist with the development and coordination with any federal program improvement plan(s). • Advises and trains foster care and Independent Living provider staff on the development, planning and implementation of transition planning and supports for youth aging out of foster care. • Consult with the IL Program Manager and advise the Program Administrator of relevant issues affecting program activities related to foster care and IL. Identify or develop strategies to overcome issues and make recommendations as appropriate. • Assists with planning and implementation of Computer Camps, Summer Youth Conference and other activities assigned • Assists and coordinates facilitation of the Independent Living Policy work group and Statewide Independent Living meetings <p><u>Program Coordination and Collaboration</u></p> <ul style="list-style-type: none"> • In coordination with IL Program Manager, consult and confer with other state agencies, other Divisions within DCF, other advocate and professional organizations to facilitate joint initiatives projects and programs, to review and develop policies of mutual concern and achieve the goals and objectives of the Department. • Promote awareness of child welfare programs, including foster care, independent living and self - sufficiency. • Assists with special or time limited (child welfare related) projects within Prevention and Protection Services to carry out duties of state or federal initiatives. • Participate as a member in agency or cross (state) agency teams and workgroups to carry out program initiatives. • Assist with recommendations on program budget, enhancements, and reduced resources for program areas of state and federal grants, contracts and allocations. • Assist with tracking allocations and assess expenditures for program participation trends in order to assure fiscal integrity and proper program design. • Assist with activities related to the Kansas Youth Advisory Council. • Back up for eligibility determinations for the Tuition waiver.
50%	E	

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
() Lead worker assigns, trains, schedules, oversees, or reviews work of others.

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- () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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NA

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Disruption of services to youth and young adults. Failure to perform duties could result in potential loss of and/or wasteful expenditure of federal funds, impede service delivery to clients, and put this agency in jeopardy of legal action.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular and frequent contacts with regional office staff, providers, stakeholders, grantees, other contracting agencies, consumers and public are a necessary part of the management of the Independent Living program.

25. What hazards, risks or discomforts exist on the job or in the work environment?

High stress related to responsibility level of work, short deadlines and responses to the field. Normal hazards related to use of office equipment. Travel is required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer for email and software for report management and monitoring. Telephone, fax, copy machine and automobile are used frequently.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

A Bachelor's degree in social work and license to practice plus one year of administrative experience in child welfare programs are preferred.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge of the Chafee Independent Living and ETV program

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date